

**General Services Administration  
Federal Acquisition Service  
Authorized Federal Acquisition Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**Financial and Business Solutions (FABS)**

**FSC Group: 520**

**Contract Number: GS-23F-0245N**

*For more information on ordering from Federal Supply Schedules, click on the GSA Contracts and Schedules button at:  
<http://www.gsa.gov>*

**Contract Option Period 1: 5/27/2008 - 5/26/2013**



**Resources Connection, Inc.  
d/b/a Resources Global Professionals  
17101 Armstrong Avenue  
Irvine, CA 92614-5730  
Telephone: (714) 430-6400  
Fax: (714) 428-6090  
[www.resourcesglobal.com](http://www.resourcesglobal.com)**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification #PA05 dated September 10, 2010**

**DISAST  
RECOV**



Contract Holder

**ARRA**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to [Page #5](#) for a more detailed description)

- SIN 520-11 / 520-11RC, Accounting
- SIN 520-12 / 520-12RC, Budgeting
- SIN 520-13 / 520-13RC, Complementary Financial Management Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #6](#)

1c. Labor Category Descriptions: Please refer to [Page #7](#)

2. Maximum Order: \$1,000,000.00 per SIN

3. Minimum Order: \$300.00

4. Geographic Coverage: Domestic

5. Points of Production:

Irvine, California  
Orange County  
17101 Armstrong Avenue  
Irvine, CA 92614  
[orangecounty@resources-us.com](mailto:orangecounty@resources-us.com)  
Phone: 714-430-6550

Washington, D.C.  
Fairfax County  
8405 Greensboro Drive, Suite 900  
McLean, VA 22102  
[washingtondc@resources-us.com](mailto:washingtondc@resources-us.com)  
Phone: 703-610-3420

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is* accepted above the micro-purchase threshold.

10. Foreign Items: Not Applicable

11a. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: Not Offered

11c. Overnight and 2-Day Delivery: Not Offered

11d. Urgent Requirement: When the contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged to contact the Contractor to request accelerated delivery. The Contractor shall reply to the inquiry within three workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Please contact Suzanne Stanton at (703) 610-3420 to affect a faster delivery.

12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Resources Global Professionals  
Attn: Suzanne Stanton / GSA Orders  
8405 Greensboro Drive, Suite 900  
McLean, VA 22102  
Phone: (703) 610-3420  
Fax: (703) 448-3890
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Resources Global Professionals  
File Number 55221  
Los Angeles, CA 90074-5221
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Accepted above the micro-purchase threshold as negotiated with the Ordering Agency.
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/) Not Applicable
25. Data Universal Number System (DUNS) Number: 872947143
26. Resources Connection, Inc. *is* registered in the Central Contractor Registration (CCR) database.

## **CONTRACT OVERVIEW**

GSA awarded Resources Connection, Inc. a GSA Federal Acquisition Schedule contract for Financial and Business Solutions (FABS), Contract Number GS-23F-0245N. Resource's base period was completed on May 26, 2008. GSA has exercised option period one from May 27, 2008 – May 26, 2013 with two additional 5-year option periods remaining. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Suzanne Stanton  
Regional Managing Director  
8405 Greensboro Drive, Suite 900  
McLean, VA 22102  
Phone: (703) 610-3420  
[sharedgsa@resources-us.com](mailto:sharedgsa@resources-us.com)

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Suzanne Stanton  
Regional Managing Director  
8405 Greensboro Drive, Suite 900  
McLean, VA 22102  
Phone: (703) 610-3420  
[sharedgsa@resources-us.com](mailto:sharedgsa@resources-us.com)

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Resources Connection, Inc. has been awarded a contract by GSA to provide services under the following SINs:

SIN 520-11 / 520-11RC, Accounting

SIN 520-12 / 520-12RC, Budgeting

SIN 520-13 / 520-13RC, Complementary Financial Management Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### **SIN 520-11 / 520-11RC, Accounting**

The Contractor shall provide accounting services. This may include but is not limited to the following:

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

### **SIN 520-12 / 520-12RC, Budgeting**

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- Assess and improve the budget formulation process
- Assess and improve the budget execution process
- Conduct special reviews of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions

### **SIN 520-13 / 520-13RC, Complementary Financial Management Services**

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems, identify systems requirements, and plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting and financial policy formulation and development
- Perform economic and regulatory analyses
  - Develop methods for analyzing costs, benefits and impacts of regulations and policies
  - Collect data and prepare Information Collection Requests for approval by OMB
  - Conduct exposure and risk analyses
  - Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
  - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
  - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
  - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or under-funded
- Assist with quality assurance efforts

**HOURLY RATES FOR SERVICES**  
**SINs 520-11 / 520-11RC, 520-12 / 520-12RC, and 520-13 / 520-13RC**

<b>Labor Category</b>	<b>Year 8: 5/27/10- 5/26/11</b>	<b>Year 9: 5/27/11- 5/26/12</b>	<b>Year 10: 5/27/12- 5/26/13</b>
Chief Financial Officer	\$ 190.91	\$ 198.55	\$ 206.49
Controller	\$ 152.72	\$ 158.83	\$ 165.18
Assistant Controller	\$ 140.00	\$ 145.60	\$ 151.43
Accounting Manager	\$ 108.17	\$ 112.50	\$ 117.00
Senior Accountant	\$ 95.45	\$ 99.27	\$ 103.24
Finance Manager	\$ 165.46	\$ 172.08	\$ 178.96
Senior Financial Analyst	\$ 139.20	\$ 144.77	\$ 150.56
Financial Analyst	\$ 114.55	\$ 119.13	\$ 123.90
Senior Project Manager	\$ 222.73	\$ 231.64	\$ 240.91
Project Manager	\$ 177.65	\$ 184.76	\$ 192.15
Functional Lead	\$ 197.28	\$ 205.18	\$ 213.38
Functional Consultant	\$ 152.73	\$ 158.84	\$ 165.20
Technical Lead	\$ 209.99	\$ 218.39	\$ 227.13
Technical Consultant	\$ 184.54	\$ 191.92	\$ 199.60
Business Process Analyst	\$ 159.09	\$ 165.46	\$ 172.07

## LABOR CATEGORY DESCRIPTIONS

### Chief Financial Officer

<b>Minimum/General Experience:</b>	Minimum of 10 years finance and/or accounting management experience in a medium to large organization (not necessarily in the CFO role).
<b>Functional Responsibilities:</b>	Directs organizations overall financial policies. Oversees all financial functions including accounting, budgeting, credit, insurance, tax & treasury. Involved in mergers & acquisitions and overall strategy. Supervises the Controller and Treasurer.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with CPA and/or MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### Controller

<b>Minimum/General Experience:</b>	Has a minimum of 7 years finance and/or accounting experience in a medium to large organization.
<b>Functional Responsibilities:</b>	Directs the accounting functions of an organization, including establishing & maintaining the organization's accounting principles, practices & procedures. Prepares financial reports and presents findings to top management. May also oversee financial planning and analysis, budgeting, management reporting, third party relationships (investor relations, legal, banking, audit), mergers and acquisitions, treasury, cash management, and system upgrades. This individual has the ability to make decisions on generally accepted accounting principles (GAAP) issues and has some involvement with the strategic direction of the organization.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with CPA or MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### Assistant Controller

<b>Minimum/General Experience:</b>	Has a minimum of 5 years private industry experience, preferably with medium to large sized company experience.
<b>Functional Responsibilities:</b>	Responsible for monthly close and financial statement preparation. Experience with external reporting, budgeting and forecasting, and consolidations. Supervisory responsibilities. Assists controller in directing an organization's accounting functions. These functions include establishing and maintaining accounting policies and procedures.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with CPA or MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### Accounting Manager

<b>Minimum/General Experience:</b>	Minimum of 4 years experience in finance and/or accounting. Preferably has medium to large company experience.
<b>Functional Responsibilities:</b>	Responsible for monthly close and financial statement preparation. Supervisory responsibilities. Assists in directing an organization's accounting functions.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with CPA and/or MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### Senior Accountant

<b>Minimum/General Experience:</b>	Has a minimum of 4 years of industry experience, preferably in medium to large companies.
<b>Functional Responsibilities:</b>	May have responsibility to prepare and review financial statements. Involved in month-end close. Ability to perform many of the following responsibilities: accounts payable, accounts receivable, payroll, general ledger entries, reconciliations, fixed assets, and inventory. May have supervisory responsibility for accounting clerks or junior staff accountants.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with CPA and/or MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### Finance Manager

<b>Minimum/General Experience:</b>	Minimum of 8-10 years management experience in finance and/or accounting. Medium to large company experience preferred.
<b>Functional Responsibilities:</b>	Responsible for handling complex financing structures and dealing with third parties, including profit planning, capital expenditures, acquisitions and budgeting. Management responsibility for finance department.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with CPA and/or MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### Senior Financial Analyst

<b>Minimum/General Experience:</b>	Minimum of 8 years experience in finance and/or accounting. Medium to large company experience preferred.
<b>Functional Responsibilities:</b>	Responsibilities include performing and reviewing financial analyses projects and statistical studies in several functional areas, including profit planning, capital expenditures, acquisitions and budgeting. Involved in complex financing structures and dealing with third parties. Superior spreadsheet and database skills. May lead and direct the work of others.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### **Financial Analyst**

<b>Minimum/General Experience:</b>	Minimum of 4-8 years experience in finance and/or accounting.
<b>Functional Responsibilities:</b>	Responsibilities include working with financial models, budgeting and forecasting. Strong spreadsheet and database skills. May have experience in a variety of software and database applications including Pillar, Access, and Hyperion Essbase.
<b>Minimum Education:</b>	Minimum BA/BS in Accounting/Finance with MBA preferred. Or, BA/BS in another field with an MBA.
<b>Education/Experience Substitutions:</b>	None.

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### **Senior Project Manager**

<b>Minimum/General Experience:</b>	Minimum of 10 years of professional work experience with a minimum of 5 years of full-time implementation experience. Has managed numerous large full-scale implementations (includes teams of both technical and functional).
<b>Functional Responsibilities:</b>	Responsibilities include large full-scale implementations (including teams of both technical and functional).
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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### **Project Manager**

<b>Minimum/General Experience:</b>	Minimum of 6 years of professional work experience and 3 years of full-time implementation experience. Has managed a minimum of one full-scale implementation or has been a Functional or Technical Lead for numerous large-scale projects.
<b>Functional Responsibilities:</b>	Responsibilities include large full-scale implementations (including teams of both technical and functional).
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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## Functional Lead

<b>Minimum/General Experience:</b>	Minimum of 4 years of professional work experience in the information technology and/or related functional field. Must have significant supervisory experience.
<b>Functional Responsibilities:</b>	Responsibilities include leading/managing the design phase of the implementation for a specific functional area or module. Key strengths are the functional and process skills (Finance, HR, and Accounting) and the specific application knowledge (SAP HR, Oracle Financials). Leads the definition of business requirements and functional design specifications (including developing reporting specifications). May also be involved in the testing phase, training, and user support documentation.
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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## Functional Consultant

<b>Minimum/General Experience:</b>	Minimum of 3 years of professional work experience. Experience with process mapping and user support documentation preferred. Individual should have strong process skills (Finance, HR, Supply Chain, Accounting, and External & Internal Reporting) and application specific knowledge is preferred.
<b>Functional Responsibilities:</b>	Contributes to the functional team in business requirement documentation, creating functional specifications, reporting specifications (for the technical team to write/modify).
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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## Technical Lead

<b>Minimum/General Experience:</b>	Minimum of 4 years of professional work experience. Must have supervisory experience leading the technical portions of an implementation in the specific application desired. Must have supervisory experience and sufficient expertise in the specific applications to manage and mentor technical resources.
<b>Functional Responsibilities:</b>	Manages the technical team and leads the build or programming phase of an implementation. Leads the programming effort: programming the functional designs, data conversion, system interfaces, report development and application testing.
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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## Technical Consultant

<b>Minimum/General Experience:</b>	Minimum of 3 years of professional work experience in the information technology field. Experience with specific hands-on technical implementation and programming resources.
<b>Functional Responsibilities:</b>	Responsibilities include: making major modifications, configuring systems, restructuring modules, writing reports, and building interfaces. May also be responsible for the documentation of technical processes and business reports.
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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## Business Process Analyst

<b>Minimum/General Experience:</b>	Minimum of 3 years of professional work experience in the information technology or related field. Expertise required in business process skills (Supply Chain, Finance, Accounting, Human Resources).
<b>Functional Responsibilities:</b>	Supports, plans, conducts and may direct the analysis of business problem or process during a process improvement or system optimization project, or in the pre or post-implementation phases of a project. Serves as a liaison between the Information Systems Department and the required business units. Specifies the definition of business needs and functional requirements based on analysis. Documents user support processes, process flow/maps, and training materials.
<b>Minimum Education:</b>	BS/BA degree preferred with coursework in information technology or related field.
<b>Education/Experience Substitutions:</b>	Certification/Expertise in ERP/application specific platforms (i.e. Oracle, Peoplesoft).

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## About Resources Global Professionals



Today's business problems are different. Costly consultants and generic temp agencies are no longer realistic solutions. Now, the new business climate requires a new way of getting things done.

Resources Connection, Inc. is a professional services firm that provides experienced accounting, finance, human resources management and information technology professionals to corporate clients on a project-by-project basis. The company was founded as a division of one of the

Big Five professional services firms in 1996 and became a wholly-owned subsidiary in January of 1997. Resources Connection became an independent company following a management-led buyout of the firm that was completed in April, 1999. The company completed its initial public offering of common stock in December, 2000.

The company operates from 43 offices in the United States and four international offices to serve its diverse base of more than 1,400 clients. These range in size from Fortune 1000 corporations to mid-sized companies to small entrepreneurial entities in a broad range of industries.

In Accounting & Finance, the company assists its clients with discrete projects requiring specialized expertise, such as mergers and acquisitions, due diligence, financial analysis and tax-related projects. In Human Resources Management, the company provides services such as compensation program design and implementation. In Information Technology Services, the company assists clients with projects such as transition of management information systems. Resources Connection also assists clients with periodic needs, such as budgeting and forecasting, audit preparation and public reporting.



Resources Connection provides its clients with high quality service and a solid value proposition because it uses a relationship-oriented approach to assessing client project needs and implements programs using highly-qualified professionals with the requisite skills and experience. All of this is done at competitive rates, on an hourly basis rather than per project, permitting significant client control over projects.

### Partnering



Our normal practice is to work as closely as possible with our customer. To the extent possible, we will establish formal partnering agreements, not only with the Contracting Officer in extension of expectations and measures of performance, but also with other contractors operating on FABS contracts. These arrangements will define mutual expectations regarding our services and provide a forum for forecasting needs and defining mutual expectations and performance standards.

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Resources Connection, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.



## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.